



# Inverness St. Patrick's Festival

Downtown Inverness | Courthouse Square Vicinity  
Event Date & Time: Saturday, March 11, 2017 starts 4 p.m. through 10 p.m.



## VENDOR CONTACT INFORMATION

<b>Business Name:</b>		<b>Owner Name:</b>	
<b>On-Site Name:</b>		<b>On-Site Cell:</b>	
<b>Mailing Address:</b>		<b>City/State /Zip</b>	
<b>Email:</b>		<b>Phone</b>	

## VENDOR CATEGORY & DESCRIPTION

Select category and note if you are purchasing more than one space			Tell us about your operation Please attach a photo of your booth for consideration
	<b>Major Food \$50</b> <i>10 by 10 space or food truck</i>	Limit of five entrees and side items. Examples: pizza, wraps, burgers, hotdogs, etc.	<input type="checkbox"/> Food Truck or Trailer <input type="checkbox"/> Merchandise Truck or Trailer <input type="checkbox"/> Tent <input type="checkbox"/> Amusement or Games <input type="checkbox"/> Other <i>If you are larger than 10 feet by 10 feet, please describe:</i>
	<b>Minor Food \$40</b> <i>10 by 10 space or food truck</i>	Limit of two specialty snack items. Example: cotton candy, kettle corn, popcorn or ice cream.	
	<b>Marketplace \$50</b> <i>10 by 10 space</i>	All vendors that sell items or services.	
	<b>Major Entertainment \$70</b>	Rides, inflatables, etc.	<b>Location &amp; Electric Services</b> <i>Electricity is not available at this event.</i>
	<b>Minor Entertainment \$50</b> <i>10 by 10 space</i>	Small games, photo booth, face paint, demonstrations and clowns.	
	<b>Nonprofit Information \$40</b> <i>10 by 10 space</i>	Limited to nonprofit organizations to present information; no products or services for sale. No food or beverage giveaways.	

## FOOD VENDORS ONLY COMPLETE

Do you have an active license to serve food at events through the Florida Department of Business & Professional Regulations (DBPR)?

☐ Yes or ☐ No.

Primary Name or DBA Listed: \_\_\_\_\_

Mobile Food Dispensing Vehicle License Number \_\_\_\_\_

License number is three letters and seven numbers, such as MFD1234567  
We check MyFloridaLicenses.com

### List each menu item and price:

Menu Item	Price
	\$
	\$
	\$
	\$
	\$

Check all cook types that apply: ☐ Grill ☐ Smoker ☐ Fryer ☐ Charcoal ☐ Propane ☐ Diesel

Food safety food standards include: all personnel wear gloves, hair must be pulled back and handwashing is required before handling food. Food vendors are always subject to inspection from DBPR and other City staff as needed. Questions for DBPR? 850-487-1395.

## FOOD AND ENTERTAINMENT ONLY

Food and entertainment vendors have active insurance at \$1 million per incident with the City of Inverness named as additional insured. Please attach a copy of your active declarations page to your application. Attached? ☐ Yes ☐ No

## NONPROFIT ONLY

Nonprofit vendors will attach nonprofit document such as IRS Determination Letter or State Tax Exempt Letter. Attached? ☐ Yes ☐ No

## PAYMENT

Vendor fees must be paid in advance of the event. Total amount of check \_\_\_\_\_

Make checks payable to the City of Inverness and mail to: 212 W. Main Street Inverness. Attention Event Vending



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### VENDOR REQUIREMENTS AND EVENT HOURS

#### Inverness St. Patrick's Festival

Applications due: Feb. 1, 2017 at 5 p.m.

Event Hours: 4 p.m. to 10 p.m.

Set-up: 3:00 p.m. to 4:00 p.m.

Breakdown: 10 p.m. or later if it is delayed.

Questions? Email preferred: [events@inverness-fl.gov](mailto:events@inverness-fl.gov) or call 352-726-2611 x 1306

#### Event Theme:

This is a St. Patrick's themed event that will have very limited space for vendors. The vendors must have a tie-in with the event theme for consideration.

#### Vendor Requirements:

- If you use a vehicle for set-up, vendor must drop-off supplies and park before they start building tents.
- There is one vendor parking pass per vendor space that is given at set-up.
- No vehicle will be permitted past set-up time.
- Do not arrive earlier or later than the times listed above.
- All vendors will provide their own tent, and it must be in good condition.
- All tents must be weighted and able to withstand strong winds. Tents are never staked in the ground.
- No booth or tent may break down early.
- Vendor spaces are 10 by 10 feet. Additional space needs will mean additional spaces to be obtained at the rate listed on page one.
- Lighting is not provided and vendors may want to have battery operated lighting inside their space.
- There is a hose at the north end of the park if needed.
- City will impose a \$50 waste removal fee for any vendor that does not dispose of trash properly in the dumpster.
- Vendors must look presentable at all times. Clean clothing and shoes.
- Vendors may not smoke, vape or consume alcohol within the vendor space.
- Vendors may not place signage outside their booth.
- No subletting of vendor space to another vendor.
- Vendors that do not comply with these requirements will not return for future events.

#### Application Agreement & Signature

*I hereby make application for space for the City of Inverness' Special Events. In signing this application, I agree to abide by all the rules and regulations previously set forth. I agree that I have received and read the vendor information sheet included with this application and will follow these vendor guidelines. I assume all risks associated with this event and hold harmless the City of Inverness, City Officials Elected or Appointed, and City Employees, Agents, and Volunteers. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release all sponsors, their representatives, and successors, and any individual group associated with this event from all claims and liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.*

*I grant permission to all the foregoing to use any photographs, motion pictures, recordings, verbal or written agreements, or any other record of this event for any legitimate purpose including publicity.*

Signature \_\_\_\_\_

Date \_\_\_\_\_



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## VENDOR INFORMATION SHEET

- Each space is 10 by 10 feet total, unless you are a truck or trailer. Vendors must stay within these boundaries unless they have paid for additional booth space in advance.
- Vehicles (cars, trucks, trailers, golf carts) are not part of a vendor space. Vehicles must enter the park only as directed to drop off tent and supplies, and immediately relocate the vehicle to park in the designated parking lot. No vehicle will be permitted on park grounds after the setup time listed above.
- All vendors must use tents in good condition and securely weighted.
- We do not permit tents to be staked. Tents must be weighted and have the ability to withstand strong winds.
- You must provide your own tables, chairs and lighting and weights.
- Payment and application do not guarantee participation or placement in the event. The City of Inverness retains the right to reject any vendor application.
- Space assignments are made based on the best interest of the special event.
- This application neither implies nor grants any preferential consideration or location.
- Electricity will not be provided unless noted on your application and the fees are paid. Since electricity is limited, organizers recommend vendors use a silent generator. This enhances vendor opportunities and optimizes placement for vendors.
- No roaming vendors. This event is not able to support roaming vendors.
- No alcohol, cigarettes, cigars or e-cigarettes in the vendor space at any time.
- No pets in the vendor space at any time.
- Vendors must supply all supplies needed to operate booth, i.e., napkins, plates, and cups.
- Vendors are responsible for placing trash in dumpsters and keeping their space neat and sanitary within a 20-foot radius. No disposal of liquid waste from fryers or other food bi-products.
- A vendor must complete the application, submitted with nonprofit forms and payment of fees for consideration on time for consideration
- Vendors will be responsible to fully comply with the Florida State Sales Tax Regulations in effect during the period of March 18, 2016.
- Customer service, cleanliness, and courtesy must be practiced and observed at all times.
- Vendors must wear shirts and shoes at all times.
- Food Vendors will be responsible to meet all guidelines for temporary food service, as set forth by the Department of Business and Professional Regulations (DBPR) or the Florida Department of Consumer and Agricultural Services (FDACS). Inspectors will be notified of event and food vendor should expect an inspection.
- Food vendors shall wear gloves and follow handwashing procedures set forth by DBPR and FDACS.
- Once an application is accepted, there are no refunds for cancellations, for any reason.
- There are no refunds for inclement weather. No rain date.
- Vendors are responsible for all accidents or worker injury at their space.
- Vendors waive all claims for compensation for all loss or damages sustained. Vendor releases and discharges the City of Inverness, its agents, officers and employees, from any and all demands, claims, actions and causes of actions.
- Vendor shall agree to conduct its activities upon the premises so as not to endanger any person thereon and to indemnify and hold harmless the City of Inverness, its agents, officers and employees against any and all claims, demands and causes of action, including claims for personal injury and/or death, damages, costs, liabilities, in law or in equity, or every kind and nature whatsoever.
- Vendors may not park vehicles on park grounds or nearby private property. Vendors will receive one parking pass. Additional parking available in street and municipal parking lots in downtown.
- Keep this form for your records.
- Vendors are responsible for submitting complete applications in a timely manner. The City uploads vendor opportunities online when available at <http://www.inverness-fl.gov/450/Event-Vendors>.